

Seattle Civil Service Commission

2011 WMBE Outreach Plan

Department's Operation

The Civil Service Commission serves as a quasi-judicial body, providing fair and impartial hearings of alleged violations of the City's personnel system.

Employees may file appeals with the Commission for all final disciplinary actions and for alleged violations of the Personnel Ordinance, as well as its related rules and policies.

The Commission may issue orders to remedy violations and may make recommendations to the Mayor and City Council regarding the administration of the personnel system. In addition, the Commission investigates allegations of political patronage to ensure the City's hiring practices are established and carried out in accordance with the merit principles set forth in the City Charter.

Nature of Department's Purchasing Habits

The Commission has a limited budget, thus limited purchasing. Ninety-three percent (93%) of the budget is salaries, seven percent (7%) of the budget represents other purchases and charges, primarily general office supplies, equipment rental, and training, which includes annual participation in the statewide Civil Service Conference.

The Department has no on-going contracts for services or training. Contracted services include the occasional use of a court reporter or transcription services. The Department also hires pro-tem Hearing Examiners to hear employee appeals and strives to meet the City's WMBE outreach goals in this area; however, these individuals are not contracted, but are processed through the City's personnel system. This is the Department's primary opportunity to assist in the effort to use WMBE contractors; Hearing Examiner's represent five percent (5%) of our budget for salaries. Our goal is to add two attorneys of color to our Hearing Examiner pool.

2011 Outreach Goals

- The Department will make an effort to use WMBE contractors for 10% of our purchasing for services and supplies.
- The Department also plans to have 50% of our Hearing Examiners reflect WMBE outreach efforts. Although these individuals will not be reflected in our contracting or service budgets, they are indirectly related to this effort and represent the Department's primary use of "outside vendors or contractors".